

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Engineering Technician Supervisor**

BAND	SALARY GRADE	
C	213	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Engineering	City Engineer/ Assistant City Engineer	Non-Exempt
REVISION DATE: July 2009		

GENERAL PURPOSE

Responsible for the general administration of the Inspection Division of the Engineering Department. Performs routine field and technical construction inspection work for environmental, water, sewer, street, and other public works projects and programs. Assures compliance with Federal, state and local codes and standards and contractual provisions.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Engineer and/or Assistant City Engineer.

SUPERVISION EXERCISED

Exercises supervision over Engineering Technician I - Inspector, and other part-time or temporary staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Inspects and approves all phases of public and private construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.

Inspects and assesses damage from oil, gas and water leaks to public and private property and facilities as required. Oil and/or gas leaks are reported to the Fire Department Hazardous Materials Team.

Inspects construction work under excavation, clearing and grading permits.

Coordinates activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority, and/or refers conflicts to City Engineer.

Inspects to assure compliance with local, State or Federal standards for any right-of-way, street use, and other permits issued to private utilities or contractors.

Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.

Maintains a variety of logs and records related to employees, work assignments and inspection activities.

Performs work in accordance with safety policies and procedures. Compiles information and prepares construction reports.

Ensures that department management is informed of critical issues. Represents the Engineering Department in meetings, with contractors, engineers, developers and other public agencies as required.

Demonstrates continuous effort to improve operations, decrease turnaround times and stream line the inspection work processes.

PERIPHERAL DUTIES

Reviews field staking and makes revisions within scope of authority; or refers matter to City Engineer for final interpretation and resolution.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED, supplemented by two years of related technical or college training in construction, engineering technology, civil engineering or a closely related field; and

(B) Minimum of two years related experience; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods.

(B) Skill in reading and interpreting construction drawings, plans and specifications; Skill in operating the listed tools and equipment; Skill in applying material testing procedures;

(C) Ability to prepare, organize and maintain inspection field and office data, reports and systems; Ability to perform required mathematical computations; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

(D) Working knowledge of P.C. computers; word processing, spread sheets, etc.

SPECIAL REQUIREMENTS

Must possess a valid Arizona State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base software; pipe locator, pressure gauges, testing equipment, engineering calculator; motor vehicle; phone and mobile phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office and field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl;

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.